

DEPARTMENT OF FINANCE AND ADMINISTRATION

ADMINISTRATIVE MEMORANDUM

300.14.1 TITLE: 9-80 Alternative Work Schedule
ISSUING OFFICE: DFA Director's Office
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED / REVISED: 09-11-2008 REPLACES: DATED:

The Department of Finance and Administration utilizes an Alternative Work Schedule (AWS). Each administrator decides implementation of the AWS. If an administrator elects to implement the AWS, the Administrator presents the office plan to the DFA – OAS – Human Resources Section for review and approval. Any DFA employee can request approval through his/her supervisory chain of command to work the approved AWS, if the request strictly complies with the policy and procedures outlined below, and is in the best interest of DFA and the customers we serve. The DFA – OAS – Human Resources Section is responsible for the establishment and distribution of the procedural information throughout DFA.

The AWS program:

Week 1 of the pay period, the employee works four 9-hour days and one 8-hour day. Week 2, the employee works four 9-hour days and is off on Friday. For time recording/FLSA purposes, the first workweek ends after the fourth work hour on Friday. The second workweek begins with the fifth hour on that same Friday. A reverse workweek schedule provides for alternate Fridays off for staff participating in the AWS.

The standard work schedule for the AWS is 7:30am – 5:00pm, Monday through Thursday. The Friday work schedule is 8:00am – 4:30pm. These hours are subject to adjustment **only** with Director's approval. Requests for any deviations must be submitted through DFA-OAS-Human Resources. Lunches remain at 30 minutes.

Sick days and vacation days are 9 hours, unless it falls on the 8 hour Friday. LWOP will not be authorized.

When a holiday occurs on an employee's regularly scheduled day off, the employee will be given equivalent time off.

Employees are required to have a minimum of 12 hours of annual leave accrued to be eligible to participate. If an employee balance falls below 8 hours of annual leave, the employee may be removed from the program.

Adequate supervisory staff must be present and available at all times non-supervisory staff is scheduled and working. Failure to provide the required supervisory oversight may result in the loss of privilege from the AWS option for a section or office.

DFA Managers or their designees are responsible for insuring that employee work schedules are posted and clearly defined; that adequate staff is available at all times to meet the demands of DFA customers and the public; and that adequate supervisory staff is present and available to workers.

Exempt/Non-exempt employees are eligible and all participation is voluntary.

Exempt employees WILL be required to work hours and days outside the AWS based upon need.

If an employee is removed from the AWS voluntarily or involuntarily, he/she must wait three months before requesting to participate again. The employee must also obtain Administrator approval.

Tardiness is unacceptable and will result in the removal of employees from the program.

Beginning and ending of voluntary participation will be within the authorized pay period.

Each office is responsible for preparing and submitting appropriate paperwork to start or end participation in the AWS, which includes an Employee Master Data Form (Planned Working Time) and an Alternative Work Schedule Request.

Any provisions are subject to change and the AWS may be cancelled at any time.

Leave and Time:

Employees electing the AWS will be charged 9 hours of sick or annual leave for any full scheduled workday off other than Fridays.

Employees electing the AWS will remain subject to the existing DFA Leave Without Pay Policy.

Employees electing the AWS will accrue 9 hours of holiday leave to be taken at a later date if the holiday occurs on their regularly scheduled day off. Accrued holiday time off will need to be approved in advance to avoid scheduling conflicts and to insure that adequate staff is available.

Non-exempt status supervisors who work unscheduled hours in a week to cover for another supervisor who was scheduled but unable to work, will record any extra time actually worked over 40 hours as compensatory time.

Employees may be required to email or use a date/stamp to track his/her time at the beginning or end of each workday. Lunch may or may not have this requirement.